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15 October 1984

MEMORANDUM FOR: Chief, Photography Branch, Printing & Photography Division, OL

FROM:

New Building Project Office, OL

SUBJECT:

New Building Project Progress Photography

1. This memorandum is to request revisions to the established still photography support schedule and print quantity requirements previously agreed to for the New Building Project.

2. Current arrangements include weekly overall construction site photo sessions as well as ad hoc photo requests of specific areas and activities. Generally, two prints of each selected exposure are provided. We request that these arrangements be changed so that overall construction site photography occurs sometime during the first and third weeks of each month and that interior photography of the power house renovation be accomplished during the second and fourth weeks of each month. It is also requested that you produce three prints of each selected exposure rather than the current two.

3. I am available to discuss these changes with you in detail at your convenience. If you are able to comply with this request, we would like to begin the new schedule on 1 November 1984.

OL/NBPO, (15 Oct 84)

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